

Title: <b>Section Head - Acquisition</b>	Effective Date: May 11, 2012	Grade: XVIII	Job Category: Professional
Prior Title: Section Head - Acquisition	Prior Effective Date: October 18, 2010	Grade: XVIII	Page: 1 of 1

*CHARACTERISTICS OF WORK*

This position is accountable for the supervision, administration, and coordination of all functions and activities of the Right of Way Coordinator, Negotiators, and Property Managers in the acquisition and clearance of right of way or other property.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Ensure acquisition activities are conducted in accordance with federal and state rules and regulations and in a timely and efficient manner.
- Advise Division management on the status of projects and recommend acquisition by condemnation.
- Provide guidance in the management of property acquired by the Commission.
- Clear the right of way in a timely and efficient manner.
- Participate in public meetings.
- Assist cities and counties in acquisition of right of way.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in business administration, real estate or related field and six years experience in a related field; OR the educational equivalent to a diploma from an accredited high school and at least ten years experience in a related field. Realty and administrative experience. Excellent organizational, time management, and oral and written communication skills. Experience reading and interpreting right of way and highway construction plans. Valid driver's license and statewide travel required.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**

